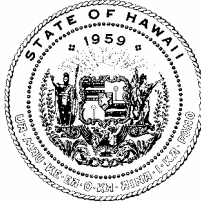


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## **MEMORANDUM**

TO: Hawaii Investment Adviser Applicants

FROM: HENRY K. TANJI  
Securities Compliance Specialist

SUBJECT: Investment Adviser Registration

In order to register as an investment adviser in Hawaii, we shall require the completion of the following:

1. FILING FEE – One hundred dollars (\$100.00). The filing fee should be paid through the Investment Adviser Registration Depository (IARD) system.
2. FORM ADV, PART I – Submit a complete form ADV, Part I through the IARD system.
3. FORM ADV, PART II – Submit a complete Form ADV, Part II directly to the State.
4. ANNUAL FINANCIAL STATEMENT – If the applicant has been engaged in business one year or more, a financial statement certified by an independent public accountant if the adviser has custody or discretionary authority over client money, securities or other assets. Or an unaudited verified financial statement if the adviser has no custody and no discretionary authority.
5. MONTH END FINANCIAL STATEMENT – A verified financial statement as of a date within thirty days of the filing.

All investment adviser applicants shall complete the preceding investment adviser registration materials. All forms shall be completely and correctly executed. Failure to complete any of the preceding shall result in the delay of the investment adviser's registration in the State. Applicants will be notified in writing of any deficiencies in their applications. When an application is approved the IARD status will be updated.